

# Career Opportunities



March 8, 2019

<u>Department</u>	<u>Location</u>	<u>Job. #</u>	<u>Job Title</u>	<u>Status</u>	<u># of Vac</u>	<u>E/NE</u>	<u>Salary</u>	<u>Job Opening Date</u>	<u>Job Posting Expires</u>
Fleet Maintenance	Lānaʻi	18-47	Fleet Maintenance Manager	FT	1	E	Salary	8/30/2018	
Lānaʻi Estates	Lānaʻi	18-49	Housekeeper	FT	1	NE	Hourly	8/30/2018	
Lānaʻi Estates	Lānaʻi	18-50	Housekeeper	C	1	NE	Hourly	8/30/2018	
Lānaʻi Estates	Lānaʻi	18-51	Houseman	FT	2	NE	Hourly	8/30/2018	
Lānaʻi Estates	Lānaʻi	18-52	Houseman	C	1	NE	Hourly	8/30/2018	
Lānaʻi Estates	Lānaʻi	18-53	Lead Estate Engineer	FT	1	NE	Hourly	8/30/2018	
Lānaʻi City Bar & Grille	Lānaʻi	18-56	Steward	C	1	NE	Hourly	1/17/2019	
Lānaʻi City Bar & Grille	Lānaʻi	18-58	Bartender	C	1	NE	Hourly	1/17/2019	
Lānaʻi City Bar & Grille	Lānaʻi	18-60	Food Runner	PT	1	NE	Hourly	1/17/2019	
Facilities	Lānaʻi	18-78	Housekeeper	C	1	NE	\$14.86	10/29/2018	
Koele Park Maintenance	Lānaʻi	18-82	Sculpture Conservator	FT	1	E	Salary	11/6/2018	
Theater	Lānaʻi	18-86	Theater Attendant	C	1	NE	Hourly	11/30/2018	
Facilities	Lānaʻi	18-93	General Maintenance Specialist III	FT-T	1	NE	\$18.89	12/15/2018	
Facilities	Lānaʻi	18-94	General Maintenance Specialist III	FT-T	1	NE	\$18.89	12/21/2018	
Culture & Historic Preservation	Lānaʻi	19-03	Interpretive Resource Management Ranger	FT	1	NE	Hourly	1/25/2019	
Culture & Historic Preservation	Lānaʻi	19-04	Interpretive Resource Management Ranger	FT-T	1	NE	Hourly	1/25/2019	
Rock & Concrete	Lānaʻi	19-09	Laborer I	FT-T	2	NE	\$18.77	2/1/2019	
Fleet Pro	Lānaʻi	19-10	Fleet Lot Attendant	FT	1	NE	Hourly	2/1/2019	
Lānaʻi City Bar & Grille	Lānaʻi	19-12	F&B Server	C	1	NE	Hourly	2/15/2019	
Lānaʻi City Bar & Grille	Lānaʻi	19-13	Cook II	C	1	NE	Hourly	2/15/2019	
Warehouse	Lānaʻi	19-14	Warehouse/ Delivery Person (CDL)	FT	1	NE	\$24.32	2/25/2019	3/2/2019
Lānaʻi City Bar & Grille	Lānaʻi	19-15	Hostess	PT	1	NE	Hourly	2/25/2019	
Lānaʻi City Bar & Grille	Lānaʻi	19-16	F&B Server	C	1	NE	Hourly	2/25/2019	
Lānaʻi City Bar & Grille	Lānaʻi	19-17	Front Desk	FT	1	NE	Hourly	3/8/2019	
Conservation	Lānaʻi	19-18	Wildlife Biologist	FT	1	E	Salary	3/8/2019	3/22/2019
Conservation	Lānaʻi	19-19	Assistant Wildlife Biologist	FT	1	E	Salary	3/8/2019	3/22/2019
Development & Construction	Honolulu	19-20	Assistant Project Manager	FT	2	E	Salary	3/8/2019	

C= Casual T= Temporary FT= Full Time PT= Part Time

For immediate consideration please forward your applications at Human Resources - Central Services

Applications for posted positions with expired dates are still accepted however will be considered late.

## Job Summary For Job Vacancies posted March 8, 2019

### Fleet Maintenance Manager

**Number of Vacancy (ies): 1 Full Time**

**Location: Lānaʻi City**

**JOB RESPONSIBILITIES:** Under the general supervision of the Fleet Director, the Fleet Manager is responsible for managing the programming and implementation of the maintenance, servicing, technical repair and preventative maintenance on all Pūlama Lānaʻi (PL) owned vehicles and equipment, including job scheduling, work assignments, quality control and safety. The Fleet Manager is accountable for a well-maintained, highly reliable fleet consisting of a wide range of vehicles and equipment. This position is responsible for finding the best practices to maximize performance of PL owned vehicles and equipment to meet the variety of business needs on the island. These business interest includes operations such as the Four Seasons properties, Sensei Retreats, and Sensei Lānaʻi Farms.

**JOB REQUIREMENTS:** Minimum of 5 years experience in the direct supervision and operation of a medium to large size vehicle or heavy equipment maintenance and repair facility with a fleet of approximately 250 or more units including PUC regulated vehicles. Able to read and comprehend technical information (shop manuals, manufacturers' specifications, warranties, parts catalogs, etc.). Prior experience in Logistics coordination outsourcing. Must have a valid Hawaiʻi Driver's License. Requires relating to people in a friendly and professional manner. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

### Housekeeper

**Number of Vacancy (ies): 1 Full Time, 1 Casual**

**Location: Lānaʻi City**

**JOB RESPONSIBILITIES:** This position will be responsible for maintaining the highest quality cleaning services to ensure that principals' residence and all other estate properties meet the high standards of cleanliness possible. Maintain cleanliness in hallways and stairways in main residence and all properties. Dust all furniture and fixtures, clean and polish all mirrors, chrome and other hard surfaces using only approved cleaning products. Attend to assigned daily projects and complete them on a timely manner. Report all burnt out light bulbs and any suspicious activity and emergencies.

**JOB REQUIREMENTS:** Must have a high school degree or equivalent. Current State of Hawai'i Driver's License, preferred. Must have a minimum 1 year experience in related field. Must be a highly motivated self-starter with excellent interpersonal skills with the ability to inspire confidence and professionalism to customers. Must relate well with employees, vendors, and customers. Ability to be on call and participate in 24-hour radio/ phone rotations, which may result in additional compensation as required by law. Must be able to work flexible shifts of morning and evenings along with weekends and holidays. Must have good organizational skills and be able to prioritize and handle multiple tasks demonstrating good time management. Must be familiar with cleaning standards. Must be able to work independently or as part of a team. Must have high energy level and stamina along with the ability to exhibit attention to details. Must be able to lift and or move up to 50 lbs of force occasionally and/ or 25 lbs frequently and 10 lbs constantly.

### **Houseman**

**Number of Vacancy (ies): 2 Full Time, 1 Casual**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** This position is responsible for the heavy housework with the Estates residences to maintain the highest quality cleaning services and ensure principals' residences and all other associated properties meet the highest standards of cleanliness possible. Duties of the Houseman include, but are not limited to maintaining the cleanliness of the exterior structures, windows, walkways, patios, garage & parking areas, pool decks, exterior furniture, etc. Maintains and checks house propane levels and coordinates the filling of the tanks. Assist Housekeeping as requested by Estate Management with heavy lifting including furniture relocation, loading and unloading containers, shipments and deliveries.

**JOB REQUIREMENTS:** Previous experience in estate operations (building maintenance such as carpentry, plumbing, electrical, landscaping, housekeeping, stewarding, security, etc.), preferred. Must have a high school degree or equivalent. Current State of Hawai'i Driver's License, preferred. Must be a highly motivated self-starter with excellent interpersonal skills with the ability to inspire confidence and professionalism to customers. Must relate well with employees, vendors, and customers. Ability to be on call and participate in 24-hour radio/ phone rotations, which may result in additional compensation as required by law. Must be able to work flexible shifts of morning and evenings along with weekends and holidays. Must have good organizational skills and be able to prioritize and handle multiple tasks demonstrating good time management. Must be familiar with cleaning standards. Must be able to work independently or as part of a team. Must have high energy level and stamina along with the ability to exhibit attention to details. Must be able to lift and or move up to 75 lbs of force occasionally and/ or 50 lbs frequently and 25 lbs constantly.

### **Lead Estate Engineer**

**Number of Vacancy (ies): 1 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** The Estate Engineer is responsible for assisting the Estate Manager to execute, control and complete specific projects ensuring consistency with company strategy, commitments and goals. This position ensures that projects are completed at the highest quality standard and are completed timely, cost efficiently and with minimal liability. Directly responsible for implementing a preventive maintenance program on all heating, air conditioning, refrigeration, plumbing and electrical as well as maintenance and repair of buildings and equipment. Must participate in and contribute to the development of a response program, particularly in the areas related to response during and after seismic events.

**JOB REQUIREMENTS:** Must have a combined 5-10 years commercial building engineering, construction management or facilities management experience. Previous experience in estate operations (building maintenance such as carpentry, plumbing, electrical, landscaping, housekeeping, stewarding, security, etc.), preferred. Ability to be on call afterhours should issues arise and participate in 24-hour radio/ phone rotations. Must have a valid State of Hawaii Driver's License. High School degree or equivalent, required. C-40 Refrigeration Contractor license, preferred. EPA Section 608 HVAC Type I, II, & III, preferred. Electrical Certification, preferred. Ability to write routine reports and correspondence. Ability to complete problem identification and resolution. Requires written and verbal communication and excellent organizational skills. Requires relating to people (employees, vendors, customers and others) in a friendly and professional manner. Must be able to work flexible shifts of mornings & evenings, along with weekends & holidays.

### **Bartender**

**Number of Vacancy (ies): 1 Casual**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Receives orders for beverages from patrons and responsible for correct mixing of drinks by following prescribed procedures. Ensure proper handling of guest checks, cash and charge settlements. Responsible for cleanliness of bar area, maintaining beverage par levels, and ensures proper storing and displaying of liquor bottles and glassware.

**JOB REQUIREMENTS:** Must have current TB Clearance. Must have current Maui County Liquor License. Previous training and/or experience as a bartender, required. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

### **Steward**

**Number of Vacancy(ies): 1 Casual**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Maintains overall cleanliness and sanitation of kitchen utensils, dining room dishes and flatware and operating equipment. Assist culinary staff in basic food production and/or food platings.

**JOB REQUIREMENTS:** Previous training and/or experience as a steward, preferred. Must have a current TB Clearance. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

## Housekeeper

**Number of Vacancy (ies): 1 Casual**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Under limited supervision, cleans all dormitory rooms, halls, duplexes, bathrooms, community areas, and recreational buildings in accordance with quality standards set by management.

**JOB REQUIREMENTS:** Must possess a valid State of Hawaii Driver's License. Must have knowledge of the standard procedures and methods required for efficient and normal completion of required tasks. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining a reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with people. Must be able to maintain a positive attitude and work under pressure.

## Sculpture Conservator

**Number of Vacancy (ies): 1 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Oversee installation, maintenance and physical well-being of the Larry Ellison collection of Sculptures on Lāna'i. The role also involves being responsible for education about the sculptures within Pūlama Lāna'i, The Four Seasons Resorts and the community at large. This position will select and supervise a staff of maintenance workers on the care and maintenance of the sculpture collection. The Conservator/ Curator will be responsible for managing an annual budget.

**JOB REQUIREMENTS:** Must possess a valid State of Hawaii Driver's License. Bachelor's Degree in art, art history, conservation or related museum field. Must have knowledge of materials and treatment procedures related to conserving a variety of objects. Five to seven years experience with sculpture installation and conservation. Proven ability to work with three-dimensional objects, artist, artists' representatives, and outside institutions. Able to successfully operate equipment and technology specific to sculpture installation and maintenance. Able to supervise other staff and contractors. Must be able to work comfortably and professionally with consultants, artist's representatives, volunteers, and the public. Requires working to established procedures and maintaining a reliable work attendance. Ability to create effective working relationships with coworkers across all departments in Pūlama Lāna'i. Must be able to work in a changing and dynamic environment while maintaining a positive attitude and work under pressure.

## Theater Attendant

**Number of Vacancy(ies): 1 Casual**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Operates the box office selling movie tickets, show tickets, and gift cards to guests. Ensures outstanding guest service is provided to all guests. Answers the phone fielding questions about content, provide theater operational information, inform guests about prices, policies, etc. Enforces ratings to keep underage guests from accessing the theater without adult consent. Sell appetizing and properly prepared food and beverage items to our guests. Maintains the cleanliness of the concession area, theater lobbies & restrooms while controlling access to the theater.

**JOB REQUIREMENTS:** Must be proficient in use of a computer/ cash register. Good math and cash-handling skills. Ability to work varied shifts, including late nights, weekends and holidays. Must be able to provide a negative TB test. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Must be able to maintain a positive attitude and work under pressure. Ability to meet tight deadlines under minimal supervision.

### **General Maintenance Specialist III**

**Number of Vacancy (ies): 2 Full Time - Temporary**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Performs all phases of the maintenances and repair trades (including, but not limited to carpentry, electrical, plumbing and painting). Assists with all types of general maintenance work including, but not limited to dismantling, installing, maintaining and repairing. Performs work with due regard to safety of self and fellow employees, and with proper care and protection of company property.

**JOB REQUIREMENTS:** Must possess a current State of Hawaii Driver's License. Requires relating to people in a friendly and professional manner. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

### **Interpretive Resource Management Ranger**

**Number of Vacancy (ies): 1 Full Time, 1 Full Time Temporary (15 months maximum)**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** The Lāna'i Rangers provide interpretive services for visitors (residents and guests) informing them of the natural and cultural resources on the island of Lāna'i. Provide information to residents and visitors about the island's natural, cultural and historic resources through presentations, demonstrations, talks and guided tours and hikes. The rangers will facilitate the wise/ informed use and care of resources, development of interpretive trails, site maintenance, and offering of guided programs. Perform Archaeological monitoring duties as deemed necessary.

**JOB REQUIREMENTS:** Must be or become knowledgeable in Lāna'i's history. Must have valid Hawai'i Driver's License. Must be familiar with Outlook, Word, and Excel. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions.

### **Laborer I**

**Number of Vacancy(ies): 2 Full Time Temporary**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Performs general heavy construction labor duties such as lifting (up to 50 lbs), picking up rubbish and debris, working with pipes and heavy equipment operators, building pads, trenching, concrete work and assisting with various types of grading. Assists with all phases of civil construction duties and maintaining dust control methods.

**JOB REQUIREMENTS:** Must have a valid State of Hawai'i Driver's License. Must have knowledge of the standard procedures and methods required for efficient and normal completion of required tasks. Requires excellent written and verbal communication and organizational skills and ability to follow oral and written instructions. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Ability to create effective working relationships with people. Must be able to maintain a positive attitude and work under pressure.

### **F&B Server**

**Number of Vacancy (ies): 2 Casual**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Receives orders and serves guest's food and beverage requests. Responsible for the applicable checks and POS opening and closing.

**JOB REQUIREMENTS:** Previous experience in food service and/or dining room operations, preferred. Must have current TB Clearance. Must have current Maui County Liquor License. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure

### **Cook II**

**Number of Vacancy (ies): 1 Casual**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Assists Chef and Cook with preparation of hot sauces, soup broths, stews, braised, sautéed and roasted meats, fish and poultry. Prepares cold meats and cook vegetables. Assists with expediting food orders for the shift to include entire hot line, pantry and dessert stations. May assist with preparing desserts, pastries, confections, and ice cream. Assists with cutting, trimming, and preparing specific portions of meats, fish, and fowl for various cooking methods.

**JOB REQUIREMENTS:** One to years previous training and/or experience as a cook in a restaurant, required. Must have a current TB Clearance. Requires relating to people in a friendly and professional manner. Requires excellent written and verbal communication and organizational skills. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

### **Warehouse/ Delivery Person (CDL)**

**Number of Vacancy(ies): 1 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Issues, delivers, stores, prices and rotates all incoming merchandise for Pūlama Lana`i operations. Drives truck tractor, pulling semi and full trailer combination to haul material, equipment and miscellaneous freight between designated locations as instructed.

**JOB REQUIREMENTS:** Must have current State of Hawaii Driver's License with CDL "A" Endorsement. 1-2 years previous warehouse experience, preferred. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

### **Hostess**

**Number of Vacancy(ies): 1 Part Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Greets and seats guest in a professional and gracious manner displaying friendliness and cooperativeness. Organizes restaurant reservations and assists in servicing guest requests.

**JOB REQUIREMENTS:** Must have current TB Clearance. Must have current Maui County Liquor License. Previous training and/or experience as a hostess or in the customer service area, preferred. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

### **Front Desk Clerk**

**Number of Vacancy (ies): 1 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Responsible for performing cashiering, guest check-in and check-out, retail sales and other related guest services at the Front Desk. Coordinates special requests, excursions and activities, and hotel and dining reservations for hotel guests.

**JOB REQUIREMENTS:** Previous experience in hotel front office operations, preferred. Previous experience with computer operations and general accounting practices, desirable. Must be proficient in Outlook, Word, and Excel. Must have a valid State of Hawaii Driver's License. Requires relating to people in a friendly and professional manner. Requires relating to people in a friendly and professional manner. Requires working to established procedures and maintaining reliable work attendance. Requires verbal and written communication skills and ability to follow oral and written instructions. Able to think and make effective decisions quickly. Ability to create effective working relationships with employees. Must be able to maintain a positive attitude and work under pressure.

## **Wildlife Biologist**

**Number of Vacancy (ies): 1 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Responsible for coordinating and overseeing the Department's wildlife programs which include seabird, waterbird, invertebrate, and marine wildlife monitoring and conservation; other wildlife monitoring (including game management, invasive predator monitoring, and other native- and non-native wildlife monitoring); coordinating protection of native species with the Wildlife Control and Field/Habitat crews; and coordinating point for all programs relating to bats, snails, marine mammals, and turtles. The position provides technical expertise to other projects and departments of the company on wildlife matters.

The Wildlife Biologist prepares plans, resource needs and operating budgets, determines program priorities, and develops policies and procedures for the Department's wildlife programs, manages program data, writes reports, permits, grant proposals, and compliance documents, and maintains records for permit and grant reporting. The Wildlife Biologist is also responsible for building and enhancing community, partners and other constituency group relationships, including, but not limited to local hunter advisory groups, governmental agencies, partners and similar organizations.

With general guidance and direction from the Department's Director, the position works on a full range of professional assignments; directs the work of professional and non-professional conservation staff and technicians, and performs other duties as required.

**JOB REQUIREMENTS:** Graduation from an accredited college or university with a Bachelor's degree in wildlife biology or other natural resources field; Master's degree or higher preferred. Minimum of three years of supervisory experience. Minimum of five years of field experience in game and wildlife conservation. Experience in Hawaii or similar geographies/similar species, preferred. Experience working with county, state and federal agencies and organizations. Must be knowledgeable in the science and techniques of wildlife research, development and management, including survey methods, and techniques and basic bio-statistical methods. Requires excellent written and verbal communication and organizational skills, and the ability to write clear, concise reports. Must have the ability to deal effectively with a wide variety of people from different educational backgrounds and cultures. Must be able to work collaborative and cooperatively with a wide range of agencies and constituencies. Must be proficient in Outlook, Word and Excel. Should have community and other constituent building experience. Must be able to strategize and make effective decisions quickly. Must be able to maintain a positive attitude and work under pressure. Must be available to participate in key emergency management roles for Pūlama Lanai. Must have a current State of Hawaii Driver's License. Must be able to possess and use firearms.

## **Assistant Wildlife Biologist**

**Number of Vacancy(ies): 1 Full Time**

**Location: Lāna`i City**

**JOB RESPONSIBILITIES:** Under the supervision and guidance of the Wildlife Biologist, assists with executing the Department's wildlife programs. With limited supervision, manages seabird colony monitoring and protection program in coordination with research partners and permitting agencies. Serves as point-of-contact for contractors and other partners on projects such as construction of predator-proof fences and specialized seabird monitoring and predator control. Manages field operations and logistics for monitoring native and non-native wildlife populations, including seabirds, predators, and ungulates, and supports invasive species control. Coordinates with other Conservation Department programs to ensure effective protection of native wildlife populations. Responsible for equipment deployment and monitoring, field surveys, data collection and management, and report preparation in coordination with the Wildlife Biologist.

**JOB REQUIREMENTS:** Possess a bachelor's degree in wildlife biology or other natural resources field, with at least two years of work experience in natural resource management. Must be proficient in Microsoft Office and email. Demonstrate a strong safety ethic, ensuring use of PPE and safe work practices. Able to drive 4-wheel drive, ATV and UTV vehicles on off-road conditions. Able to effectively, efficiently, and safely execute instructions and direction. Possess demonstrated knowledge of Hawaiian native flora, fauna, resource issues, and related field methods. Able to identify key wildlife species, and research appropriate courses of action. Possess demonstrated knowledge of wildlife surveying and monitoring techniques. Able to accurately record data in the field, and enter and manage information in spreadsheets and databases. Willing to work irregular hours, and serve on-call to assist in other program areas. Demonstrated ability to work successfully as a productive team member with people of diverse cultures, ages, and educational backgrounds. Willing to work in remote field conditions and in inclement weather. Willing to fly in and work around helicopters. Demonstrated leadership, team building, and written and verbal communication skills. Experience handling seabirds and working around seabird colonies; preferred. Knowledge and experience with Hawaiian language, culture, and/or natural resources; knowledge and experience with Lāna`i natural resources and people, preferred. Ability to obtain Wilderness First Responder and Red Cross First Aid certification. Must possess valid State of Hawai'i Driver's License (or have ability to obtain upon employment). Must possess or be able to get HAZWOPER certification.

### **Assistant Project Manager**

**Number of Vacancy(ies): 2 Full Time**

**Location: Honolulu**

**JOB RESPONSIBILITIES:** Pūlāma Lāna`i has an active program of projects to manage on Lāna`i. The DEV/CON team is responsible for guiding all of the projects and managing them on time and within budget. The Assistant Project Manager will work with either the Director of DEV/CON or the SVP of DEV/CON to coordinate and accomplish the necessary project tasks and requirements. Assistant Project Manager is responsible for bringing strong attention to detail to the project process along with the ability to assist and manage the technical aspects of projects for the Development & Construction team. This position will analyze a wide spectrum of technical project documents with an eye towards achieving the best cost value and ensuring compliance with state and federal laws.

**JOB REQUIREMENTS:** BS Degree in Architecture, Construction Administration or Engineering. Requires a minimum of three years previous design, construction or development experience. Must be proficient in Outlook, Word, Excel, Adobe Acrobat Professional and BlueBeam. Knowledge of PowerPoint and MS Project preferred. Requires excellent written and verbal communication and organizational skills. Requires ability to handle multiple projects in various stages of development. Excels in a high-paced work environment. Requires working to established procedures and maintaining reliable work attendance. Requires relating to people in a friendly and professional manner. Able to think and make effective decisions quickly. Ability to create effective working relationships with people. Must be able to maintain a positive attitude and work under pressure. Must be adaptable and remain calm under pressure. Must possess a valid driver's license.

For immediate consideration please forward your applications at Human Resources - Central Services or email to [hr@pulamalanai.com](mailto:hr@pulamalanai.com)